



General Intern

General Intern Position

About the Organization:

Founded and led since 1992 by Executive Director A. Toni Young, CEG’s mission was to address the health, socio-economic, environmental, and systemic challenges facing the Black community by creating and enhancing community and peer-based outreach and service programs. CEG’s mission has since evolved to encompass all underserved communities that are affected by health outcome and health access disparities, including those in rural WV. For nearly 30 years, CEG has provided culturally appropriate direct client support services, organizational TTA, capacity-building assistance, social marketing, media outreach, health promotion, and community-based research and evaluation to address pressing health needs and to create change in regard to achieving health equity.

Today, CEG is leveraging its decades of experience and expertise to adapt and implement successful intervention models on behalf of all underserved and disenfranchised communities, especially those in rural areas, burdened by poorer health outcomes and health access disparities. Alongside the launch of the Rural Health Service Providers Network (RHSPN), a subsidiary partnership with TruEvolution, CEG and RHSPN are committed to ending the HIV, Viral Hepatitis and Substance Use Disorder (SUD) syndemic throughout Appalachia.

Position Summary:

The Community Education Group (CEG) will, from time to time, employ interns to perform work related the general operations of CEG, the Rural Health Service Providers Network (RHSPN), any respective grants associated CEG/RHSPN, and certain administrative tasks which may include, but are not limited to, research, data gathering and entry, website and social media operations and updates, and a wide variety of tasks that are not enumerated, here.

<u>Job Location:</u>	Flexible. If outside of West Virginia or the District of Columbia, residence within close proximity to a major airport with flights to these regions is required. No re-location costs are borne by the agency.
<u>Travel Requirements:</u>	Roughly 10%
<u>Reporting Relationship:</u>	TBD
<u>Supervisory Relationship:</u>	TBD





Agency-Wide Duties and Responsibilities:

- Supports the mission, vision and values of the CEG and the RHSPN
- Complies willingly with all organizational policies and procedures
- Ensures that all internal and external engagements are equitable, inclusive, and accessible
- Supports and facilitates positive interaction with others by exhibiting:
 - Individual maturity
 - Respect for others
 - A team-centered approach
 - Cultural humility
 - Maintenance of confidential information
- Communicates appropriate information to their supervisor and other departments in a timely and effective manner.
- Attends twice weekly staff meetings (x8 per month), on time and prepared with requested materials and updates
- Attends weekly check-ins (x4 per month) with whomever is their direct supervisor
- Attends all virtual meetings of the West Virginia Statewide Stakeholder Coalition and the Rural Health Service Providers Network
- Attends annual staff retreat (x1 per year)
- Attends at least one virtual or in-person conference (x1 per year)

Education & Experience:

General Intern positions at CEG are entry-level positions where people can gain experience working in and a better understanding of public health policy, advocacy, community organizing, HIV, Viral Hepatitis, and Substance Use Disorders (SUDs), and operating in a dynamic environment that shifts as new need and opportunities are identified.

Work/Life Responsibilities & Expectations:

- Interns are expected to submit to CEG a schedule of their existing obligations, including school, work, and any known appointments or scheduling conflicts prior to their effective start date.
- Interns are expected to submit any scheduling conflicts to CEG as soon as details are available, with a preference of at least two weeks' advance notice
 - CEG will do its best to accommodate any reasonable requests for time off
- Interns are responsible for making CEG aware of and providing any forms or information submissions required to receive course credit (for students) or to meet any other work/volunteer/service requirements
 - Interns are responsible for clearly communicating and coordinating any required communications between CEG and any third parties related to receive credit for work completed
 - Interns are responsible for clearly communicating any and all deadlines for paperwork or form submissions, as well as for providing any relevant instructions for submission, including required recipients, in advance of their due dates
 - CEG will work to ensure that all paperwork is properly submitted to the appropriate recipients in a timely manner





- CEG will ensure that all interns are provided with the appropriate tools and information necessary to complete any and all assigned tasks
- CEG will provide interns with a template for reporting hours worked, as well as explanations on how to report those hours and work results
 - Interns are responsible for submitting work reports every 2 weeks, detailing the number of hours they've worked and what tasks were assigned
- CEG will provide any additional reporting templates necessary to report work as it progresses or is accomplished

Skills & Knowledge:

- Interns should be comfortable working and communicating with members of the general population on issues related to HIV, Viral Hepatitis, Substance Use Disorders, and public health topics
- Interns should be willing to learn, be aware of, and adopt culturally competent health communication skills that are appropriate to specific patient populations
- Interns should demonstrate good to excellent written and oral communication skills
- Interns should be proficient in the use of computers and the Microsoft Office suite of programs (e.g. – Excel, PowerPoint, Word)
- Interns must demonstrate the ability to work with diverse populations with a high level of integrity, diplomacy, and initiative
- Interns must be willing to work occasional evenings and weekends (*Required*)
- Interns must be able to clearly communicate if they are unclear on any given tasks and request assistance when necessary

General Skill Requirements:

- Excellent with self-management and communication with fellow-staff and outside coalition partners when traveling or working remotely.
- Excellent oral, written, interpersonal communication, public speaking and presentation skills
- Exemplary ability to manage multiple tasks using independent judgment and discretion
- Ability to work independently and accurately in a high-paced, deadline-oriented environment, particularly while working remotely
- Ability to work under pressure while exercising discretionary judgment; make decisions when necessary with minimal direct supervision; work remotely without supervisory accompaniment
- Ability to work both remotely and in an open office environment
- Ability to capture values and organizational culture in writing and other communications efforts

Physical and Sensory Requirements:

- Ability to read, write and converse in English
- Ability to communicate efficiently with staff, stakeholders, and vendors
- Ability to remain calm and composed under stress





- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Ability to organize
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)
- Ability to evaluate/interpret information and make independent judgments/decisions

Compensation:

Interns will receive a monthly stipend of \$500.00 via direct deposit. If other payment arrangements need to be made, for whatever reason, please reach out to A. Toni Young to discuss alternative options.

Equal Opportunity Employer:

The Community Education Group (CEG) is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. CEG makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Minority and LGBTQ+ persons are encouraged to apply

How to Apply:

Submit a cover letter, resume and three writing samples. Incomplete submissions will not be considered. Black folks; people residing in or with a history of work in rural areas; people living with HIV, people with lived experience of substance use disorder, and LGBTQ+ people are encouraged to apply. **Initial screening will begin September 10th, 2021**, and continue until the position is filled. No phone calls or emails please.

The Community Education Group is an equal opportunity employer. For more information about the Community Education Group visit www.communityeducationgroup.org.

